



US Army Transportation School Quality Assurance



TRADOC

Accreditation Standards Executive Brief to USATSCH Staff

2 March 2004
Update 5 Apr 04



TRADOC ACCREDITATION STANDARDS



- **Overview.**

- The TRADOC Accreditation Standards are used to evaluate Conduct of Training, Training Support, and, where applicable, Proponent Functions in TRADOC centers and schools and in Reserve Component training institutions.



TRADOC ACCREDITATION STANDARDS



- CONDUCT OF TRAINING
 - Standards 1 - 10
- TRAINING SUPPORT
 - Standards 11 - 16
- PROPONENT FUNCTIONS
 - Standards 17 - 24



Accreditation Process



- REFERENCES
- CRITERIA
- GUIDELINES
- MANDATORY COMMENTS
- REQUIRED DOCUMENTATION



Training Institution Preparation

- Complete Self Assessment
- Submit All Self Assessment Reports
(see FY04 MEP, revised)
- Functional Courses (2nd Qtr FY05)
- Prepare required documentation for
Accreditation Team

RECORD FOR EVALUATION OF ACCREDITATION STANDARDS

for Initial Military Training, Reclassification Training, and Professional Military Education

ADMINISTRATIVE DATA

Organization being evaluated		Name:	
		Location/address:	
Accrediting agency		Name:	
Evaluator	Name:		Phone: DSN:
	e-mail address:		Comm: (____)-____-____, ext
	Address:		

REPORTING FOCUS

Type of Training (Check One)	<input type="checkbox"/> Initial Military Training	<input type="checkbox"/> BCT	<input type="checkbox"/> OSUT	<input type="checkbox"/> AIT	<input type="checkbox"/> WOCS	<input type="checkbox"/> OCS
	<input type="checkbox"/> Reclassification Training					
	<input type="checkbox"/> Professional Military Education (Indicate education system)					
Areas Evaluated	<input type="checkbox"/> Conduct of Training	<input type="checkbox"/> NCOES	<input type="checkbox"/> WOES	<input type="checkbox"/> OES		
	<input type="checkbox"/> Training Support					
	<input type="checkbox"/> Proponent Functions					

RECOMMENDATION

<input type="checkbox"/> Candidate for Accreditation	<input type="checkbox"/> Conditional Accreditation	<input type="checkbox"/> Full Accreditation
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REMARKS

(Attached additional comments should be keyed to item numbers.)

Conduct of Training						
Std. No.	Standard	Met	Met w/amt	Not Met	N/A N/O	HHI
1	Institution complies with established instructor-to-student and equipment ratios.					
2	Instructors meet qualifications and have evidence of having met proponent technical certification requirements.					
3	Institution administers the required current, approved course materials (including tests) that train AC and RC Soldiers to the same task performance standard.					
4	Institution conducts training that minimizes accident risk in both training and operations.					
5	Institution conducts training that protects the environment.					
6	Institution implements sequential, progressive training by scheduling and conducting training in accordance with the mandatory training sequence.					
7	Instructors/cadre perform their instructional duties and responsibilities in accordance with regulatory guidance and lesson objectives.					
8	Students can perform to the prescribed learning objective standards.					
9	Institution provides students the opportunity to develop and demonstrate their leadership skills and knowledge in a performance-based environment.					
10	Institution uses required ranges and training areas as prescribed.					



Training Support						
Std. No.	Standard	Met	Met w/amt	Not Met	N/A N/O	HHI
11	Institution has corrected shortcomings identified during previous accreditation evaluations.					
12	The institution is staffed and manages manpower effectively to meet mission requirements.					
13	Institution provides required equipment, TADSS, ammunition, pyrotechnics, training material, consumable supplies, and references as prescribed.					
14	Institution evaluates and tracks instructor/cadre performance and takes action, as appropriate, to sustain, improve, and develop instructor/cadre performance.					
15	Facilities are adequate to promote learning and meet learning objectives (includes barracks, classrooms, shop areas, ranges, training areas, and learning facilities).					
16	Institution has policies, procedures, and oversight in place to ensure effective training and administrative support.					

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Proponent Functions

<u>Std. No.</u>	Standard	Met	Met w/cmt	Not Met	N/A N/O	HHI
17	Institution has a Quality Assurance Program in place to conduct and ensure implementation of internal and external evaluations to improve, sustain, and develop effective education and training.					
18	Institution has an effective system in place to forecast, update, and monitor its training and leader development-related <u>resourcing</u> requirements.					
19	Proponent develops and maintains training products based on current and approved critical tasks and task analysis data.					
20	Proponent designs and develops efficient, effective, and relevant AC and RC training to the same task performance standard, using (as appropriate) live, constructive, and virtual training.					
21	Institution develops and provides valid and reliable criterion-referenced tests.					
22	Education/training reflects current Joint, Army, and Branch doctrine (e.g., COE, OPFOR) at the appropriate level and incorporates lessons learned from Combat Training Centers, unit operational deployments, and the Center for Army Lessons Learned.					
23	Institution has a Staff and Faculty Development Program in place and develops its staff and faculty to meet regulatory, institutional, and career development requirements.					
24	Institution and its subordinate training organizations develop, publish, and follow command training guidance in accordance with the Army's training doctrine.					



Additional Self-Assessment Report Requirements Conduct of Training/Training Support/Proponent Functions



- a. {Identify strengths in the conduct of training.}
- b. {Identify limitations that hinder conduct of training.}
- c. {Identify areas that were deficient and what you did to correct them. If they were not corrected, provide the reason why and the corrective actions planned.}

- d. {Identify program, product, and process efficiencies to share with other organizations.}

- e. {Identify training and education initiatives planned for subsequent years to meet assessed shortfalls and new directives for conduct of training. Indicate those that are currently resourced, those that are programmed in the following year's budget, and those that are currently unresourced.}

- f. {Identify Higher Headquarter Issues (HHI) and appropriate agencies to include MSC; HQDA; HQ, TRADOC; and/or Transformation of Installation Management (TIM) issues/concerns) that should be noted. Include your recommendations as appropriate.}



Attachments



a. Tab A. {Commander's Training/Education Guidance, Directive and Policies. Include the institution commander's mission, vision, intent (priorities); any guidance issued to directorates for current and out-year strategic planning (strategic direction); and policy letters and/or memorandums. Intent of this attachment is to provide the Accreditation Teams with insight on how the institution is, or is not, aligned with higher headquarter guidance.}

b. Tab B. {An annotated copy of the Accreditation Standards List showing self-rating for each standard and supporting documentation, to include reasons any standards were not met and corrective action (to be) taken.}



Attachments cont.



- c. Tab C. {Organizational chart to include names and titles of Direct and Division Managers, phone numbers, and e-mail addresses. Functions of the various organizations should be identified (e.g., 4th B 6th BDE is responsible for Officer Basic Training and CCC; or SPIO is responsible for Strategic Plans and Integration.)}
- d. Tab D. {A copy of supporting TDA/TOE and current Unit Manning
- e. Tab E. {Instructions to the Accreditation Team on how to electronically access required documentation for courses that will be observed during accreditation visit. Documentation should include, but not be limited to Lesson plans (for those to be observed), training schedules, institution critical task lists, POIs, Student Evaluation Plans, Course Management Plans (as required), and Course Maps. The documentation may reside on the proponent's homepage, ASAT Database, Reimer Digital Library, FTP site, or other electronically accessible locations. Non-observed course documentation needs to be available upon request.}



Attachments cont.



- f. Tab F. In addition to the information available to the Accreditation from other sources (e.g., Installation Contracts on the DCSRMR webpag The Training Development Prioritization Workload managed by DCSOPs we are providing the additional resource management documentation assist you: {e.g., most current Monthly Status Reports, Unit Manning Training Development Plans, Project Management Plans, POM Submiss Long and Short Term Training Strategies, and TRADOC Budget Guidance
- g. Tab G. {Current waivers.}
- h. Tab H. {Description of institution's efforts to collect feedback/les learned/recommendations from the field and other key stakeholders. Include a summary of these results and related actions.}
- i. Tab I. {The Institution's Master Evaluation Plan.}



Tool for Calculation of Proponent Institution Accreditation Rating

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1																											
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Proponent Institution

Conduct of Training					
Std	Green	Amber	Red	NA/NO	HHI
Weight	1	0	-1	0	
1	1				
2		1			
3	1				
4				1	
5		1			
6				1	
7	1				
8			1		X
9	1				
10	1				
Totals	5	2	1		
Weighted	5	0	-1		
Sum of Weighted Totals	4				
COT final					Green
Overall COT weight	3				

Training Support					
Std	Green	Amber	Red	NA/NO	HHI
Weight	1	0	-1	0	
11		1			
12	1				
13		1			X
14		1			
15	1				
16			1		
Totals	2	3	1		
Weighted	2	0	-1		
Sum of Weighted Totals	1				
TS final					Amber
Overall TS weight	2				

Recommendation Conditional Accreditation

Proponent Functions

Std	Green	Amber	Red	NA/NO	HHI
Weight	1	0	-1	0	
17			1		
18		1			
19	1				
20	1				X
21			1		
22				1	X
23			1		
24		1			
Totals	2	2	3		
Weighted	2	0	-3		
Sum of Weighted Totals	-1				
PF final					Red
Overall PF weight	1				

Weighted ratings:

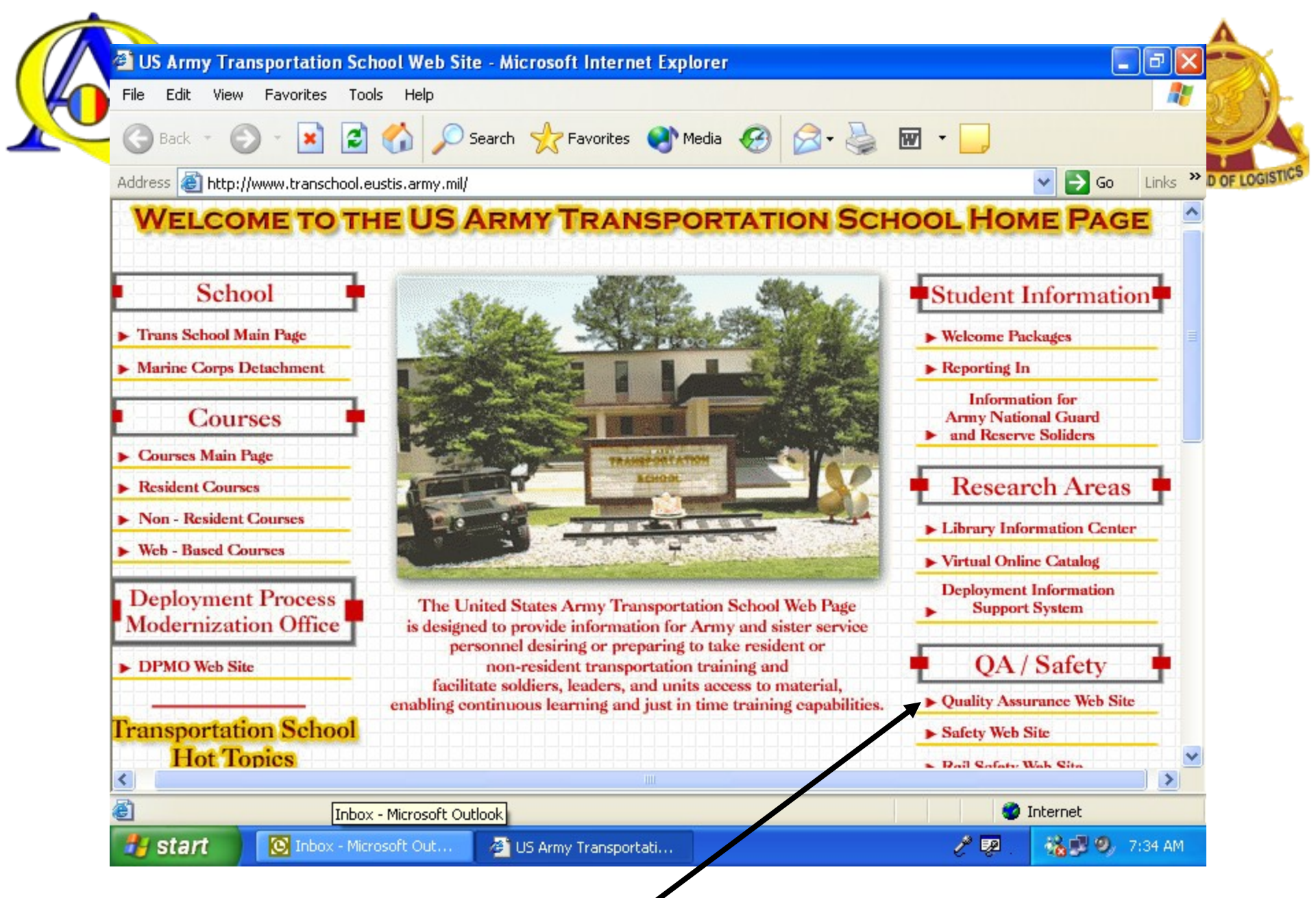
COT	12	
TS	2	
PF	-1	
Ppnt FINAL	2.2	= Amber

Overall Rating:

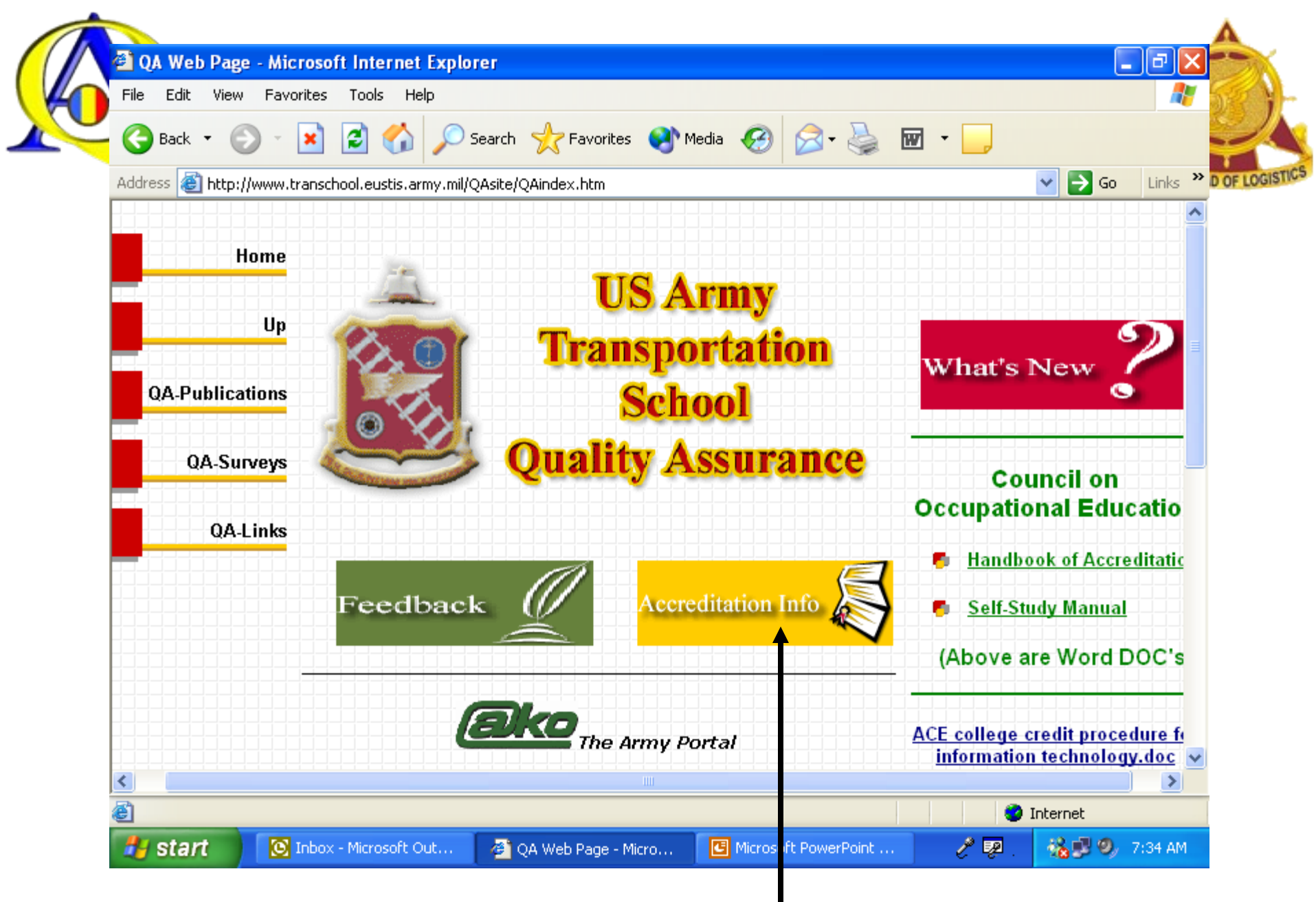
Green	=	Full Accreditation
Amber	=	Conditional Accreditation
Red	=	Candidate for Accreditation

Overall Final Rating Key:

2.8 or greater	Green
0 to 2.79	Amber
Less than 0	Red



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Address <http://www.transchool.eustis.army.mil/QAsite/QACEold.html>

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Links



U.S. Army Transportation School Quality Assurance



Accreditation Info



[Accred Memo - signed 20 Jan 04.pdf](#)

[Evolution of QA Program Standards.ppt](#)

[TRADOC Accreditation Policy & Guidance.doc](#)

[TRADOC Accreditation Standards.doc](#)



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SUMMARY



- TRADOC Accreditation Visit 10-14 Jan 2005
 - QA-PAT team trained on new standards, 26 Feb/9 Mar
 - All Self-Assessment Reports due to QAO, 11 Aug 2004
 - Distribution to Accreditation Team, 15 OCT 04
 - Attachments for courses identified, due to QAO, 1 Dec
- Conduct of Training/Training Support/Proponent Functions
- Additional Requirements in Self-Assessment Report
- Information posted on QA web-page under “Accreditation



QUESTIONS ?